

# **U.S. Army NCO Academy, Fort Dix, NJ**

## **INTRODUCTION**

**1. References:** TRADOC Reg 350-10, Institutional Leader Training and Education, 20 August 2002; AR 351-1, Individual Military Education and Training, effective 15 Oct 87. The Army School System (TASS) Tradoc Regulation 350-18, 26 May 00.

**2. Applicability:** This welcome packet applies to all soldiers attending NCOES and functional courses at US Army NCO Academy, Fort Dix, NJ.

**3. Course Prerequisites:**

- a. All students are required to have a reserved seat on ATRRS.
- b. All students must be graduates of the NCOES courses previous to the course they will attend.
- c. Soldier's ETS date must be more than 6 months from course graduation date. ID Card or reenlistment paperwork is required for verification of ETS date.
- d. All students must meet the Army height and weight standards of AR 600-9.
- e. Soldiers on a temporary medical profile (this includes pregnancy), must not prevent them from fully participating in their respective courses.
- f. Students will provide the following documentation at inprocessing:
  - (1) Orders (10 copies)
  - (2) ID Card and Tags
  - (3) DA Form 1059 (Academic Evaluation Report) verifying previous NCOES Course.
  - (4) Over 40 information, ("Medical Notice")
  - (5) Permanent Profile, ("Medical Notice")
  - (6) Pre-Execution Checklist, (See Appendix B)

**4. Report Place and Time: Inprocessing begins at 1000 hours and ends at 1700 hours. All soldiers will report to Bldg. 5518 NLT 1600 hours on the report date for Advance Noncommissioned Officer Course (ANCOC), Basic Noncommissioned Officer Course (BNCOC), and Primary Leadership Development Course (PLDC) students.** Total Army Instructor Training Course (TAITC) and Small Group Instructor Training Course (SGITC) students should follow guidance in the TAITC & SGITC welcome letter for reporting time and date. **If you anticipate a problem with reporting on time (i.e. delayed flight or car trouble) you must contact the Academy immediately at (609) 562-3001/3002.**

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**If your orders do not reflect the correct report time or day, contact your unit immediately!**  
**Your orders must reflect the NLT time 1600 hrs.** The NCO Academy cannot change your orders; you must contact your unit. You **must wear the Army Gray Shorts and T-shirt or the new Improved Physical Fitness Uniform short and T-shirt for inprocessing.** **You may not wear biking shorts (spandex) during inprocessing.** You must wear white socks and appropriate running shoes with this uniform. All will conform to proper appearance IAW AR 670-1, at the time of inprocessing (e.g. haircuts, mustaches, fingernails, etc.).

**5. Reporting in during non-duty hours:** Personnel reporting during non-duty hours will contact the Staff Duty NCO at (609) 562-3001. The SDNCO is located in Building 5518, Room 104.

**6. PLDC Pre-Resident Packet:** Soldiers attending PLDC will receive a pre-resident instruction packet from their command before reporting to the resident portion of the course. The material covered in this packet is **testable** and will be covered on written exams! Normally, students should receive this packet 45 days prior to the start date of the course. If you do not receive this packet, contact your training NCO immediately. Website for acquiring a pre-resident packet is: <http://www.adtdl.army.mil/cgi-bin/atdl.dll/tats/pldc/400-00-pldc.htm>

### **INQUIRIES: PLDC (609) 562-6128**

**7. Transportation:** Students who use commercial air for travel to Fort Dix must fly into Philadelphia Airport. There is no available ground transportation from Newark or Trenton airports. Students should contact the **Rapid Rover Shuttle** service for travel from the airport to Fort Dix. Dial **1-800-322-8062** or report to the Ground Transportation at the airport for assistance. Students must **provide the driver with a copy of their orders to avoid payment.**

Note: Students **will not** make travel arrangements from Fort Dix to the airport once they have completed the course or have been disenrolled. The Academy will make these arrangements.

### **8. Outprocessing:**

a. Graduation for ANCOC and BNCOC will be on Thursday, week two of the course at 1000 hrs. Outgoing air transportation should be scheduled **after 1500 hrs.**

b. Graduation for PLDC will be on Saturday, week two of the course at 0915 hrs. Outgoing air transportation should be scheduled **after 1500 hrs.**

c. No one will be released until all property is accounted for and all billets are cleared.

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## **INFORMATION FOR ALL PERSONNEL**

This Academy enforces Army regulations that govern the conduct and appearance of soldiers, the rights of soldiers, and the conduct of Programs of Instruction (POIs). The Academy staff fully uses the regulations in the operation of the NCO Academy and will not publish policy letters for a subject that is already addressed in an Army Regulation. The following areas are important to every soldier who attends this academy. Any questions should be addressed to a member of the staff who will be able to provide assistance or a copy of the applicable regulation.

**1. Equal Opportunity:** The US Army provides equal opportunity and treatment for soldiers regardless of race, color, religion, gender, or national origin. Any problems or unresolved issues concerning EO will be addressed through the chain of command or to the Academy EO representative.

**2. Sexual Harassment:** **Sexual harassment will not be tolerated by students, instructors or staff at this Academy.** Any problems or unresolved issues concerning sexual harassment will be addressed through the chain of command or to the Academy EO representative.

**3. Civil or Military Violations:** All violations of civil or military law are subject to dismissal from the Academy.

**4. Drugs and Alcohol:** No alcohol or illegal drugs will be in possession or consumed by any soldiers in the NCO Academy area. Soldiers are subject to biochemical drug testing and immediate dismissal from the Academy.

**5. Appearance:** Staff, Small Group Leaders and students will conform to AR 670-1 at all times. Small Group Leaders "set the example" for the Academy. Soldiers will ensure their appearance conforms to regulations before reporting in (i.e. hair, properly shaven).

**6. Conduct:**

a. Fraternization will not be tolerated. Conduct of the highest standards is expected of staff, and SGLs and students.

b. Relationships between soldiers of different rank that involve or give the appearance of partiality, preferential treatment or the improper use of rank for personal gain, are prejudicial to good order, discipline and unit morale and will not be tolerated.

**7. Commandant's Open Door Policy:** All students will seek resolutions to their problems through the chain of command. If a problem cannot be solved in this manner, or if it is of a personal nature, the student may see the Commandant.

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### **8. Quarters and Dining Facilities:**

- a. Quarters are provided at no cost and will be utilized by students.
- b. Dining facilities are provided and will be utilized by all students. Meals are provided at no cost to students.

**9. Smoking Policy:** Smoking, as well as the use of any tobacco products, is prohibited in all Academy buildings, vehicles, and shelters.

**10. Weapons:** Personal firearms and knives with blades exceeding three inches are strictly forbidden in the Academy area. Any soldier caught with firearms or other weapons in their billets or in their possession will be immediately released from the Academy and subject to UCMJ action.

**11. Changes or Recommendations:** This is an approved student policies and procedures manual developed and maintained by the US Army NCO Academy, Fort Dix. Supplementing this manual without prior approval is not authorized. Changes or recommendations should be submitted to the Commandant, US Army NCO Academy, Building 5518, Sever Avenue, Fort Dix, NJ 08640.

### **GENERAL POLICIES**

**1. General:** The program at the NCO Academy is designed to test each student every day in all aspects of performance. Students must prepare themselves to carry out all their tasks with the highest standards of performance. The goal of this Academy is to train and educate leaders based on the 23 Leadership Dimensions and all students are expected to strive to meet that goal.

**2. Weight Program:** Soldiers attending courses offered at this Academy must meet the standards outlined in AR 600-9 and AR 350-41. Students will be screened during inprocessing. Soldiers who exceed the Screening Table Weight will be taped. **Soldiers who exceed the Maximum Allowable Body Fat Percentage standards will not be enrolled in the course.**

**3. Student Pay:** The student's parent unit has the responsibility for processing student pay. Pay for members of the Individual Ready Reserve (IRR), will be processed by the Army Reserve Personnel Command (AR-PERSCOM) or the National Guard Bureau and mailed to the student's home of record. **You are advised to bring enough money for personal expenses. This may include shuttle fare to and from the airport (approximately \$75.00 one way).**

**4. Valuables:** Students are reminded that the safekeeping of valuables is a personal responsibility. Valuable items should not be brought to the Academy. Keep not only valuables, but also all belongings under lock and key. Security is the soldier's responsibility.

**5. Off Limits:** All offices are off limits to students, unless directed to report by their SGL'S. Billets are off limits to members of the opposite gender, except when inspections are being conducted.

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**6. Privately Owned Vehicles:** POVs will only be parked in the designated area, which is located near the billets.

**a. Effective, Wednesday, 29 May 2002,** individuals not having a valid decal or pass will be directed to Check Point #1, located at Wrightstown Circle. Personnel from the Public Safety Directorate will be available to assist you in properly registering your vehicle and affixing the decal to your vehicle.

**b.** In order to register a vehicle on Fort Dix you must have all of the following documents in your possession:

- (1) Valid state drivers license
- (2) Valid military/civilian government identification Card
- (3) State registration card for the vehicle with a current inspection sticker
- (4) Valid and current insurance card

**c.** You do not have to own the vehicle in order to register it, but you must have a current lease agreement for the vehicle, power of attorney, or notarized statement from the owner of the vehicle, specifying the inclusive dates for which permission to use the vehicle has been granted.

**d.** To register your vehicle, in advance or at any time, stop in at the Military Personnel Directorate (MPD), Building #5418. For additional information on registering vehicles you can contact MPD or the Fort Dix Police Administrative Office at 609-562-4260/3734.

**7. Visitors:** Visitors will be permitted to visit during the course; however, military personnel will be in military uniform during normal duty hours to enter the Academy area. Visitors will report to the Admin Office Room 117 in Building 5518, during duty hours and to the SDNCO in Room 104 after duty hours. Because students are in an intense training posture and do not have the time for constant visitors, visiting hours are on a limited basis during morning and evening meal hours. Students are responsible for the conduct of visitors at all times while in the Academy area. Under no circumstances will visitors be allowed in the billets; they must remain in the common areas at all times (i.e., Dining Facility, Day Room or other areas designated by the Course Manager or SDNCO)

**8. Physical Fitness Training:** As part of training, students are required to participate in the Army Physical Fitness Program in accordance with AR 350-41 and FM 21-20. Running is included in this program. All soldiers are required to pass an APFT as a graduation requirement.

**9. Profiles: Students with permanent military profiles must show documentation during inprocessing.** Students with a permanent/temporary profile may not be enrolled if the profile will preclude them from completing graduation requirements. (i.e. PLDC students with a profile prohibiting him/her from wearing a kevlar helmet, carrying/firing a weapon, or running at own pace and distance would not be able to complete the field training exercise). PLDC students must thoroughly read the physical requirements in "INDIVIDUAL COURSE SPECIFICS".

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**10. Safety Responsibilities:** Promoting safety-conscious habits and complying with safety policies is the responsibility of all soldiers. Safety is an individual, as well as a command responsibility. Safety and accident prevention requires awareness of dangers and continual alertness to minimize and prevent accidents.

**11. Releases Prior to Completion of the Course:** Students may be dismissed/disenrolled from a course by the NCO Academy's Commandant before course completion for the following reasons:

- a. Disciplinary Reasons
- b. Lack of motivation
- c. Academic deficiencies
- d. APFT failure
- e. Medical injury or illness resulting in the excessive loss of training hours or receipt of a temporary profile, which prevents full participation in course curriculum.

**12. Appeals of Disenrollment for Motivational, Disciplinary, or Academic Reasons:**

a. Appeals of disenrollment must be submitted within 48 hours after receipt of the written notification. Appeals by students will be forwarded to the Commandant of the NCO Academy for appropriate action.

b. Soldiers who elect to appeal will remain actively involved in the course pending disposition of their appeals; however, as an exception to this policy, any soldier who disrupts the normal day-to-day operations of the course will be released immediately.

**13. Graduation:** A graduation ceremony honoring students who successfully complete the course of instruction will be conducted on the final day of the course.

### **STUDENT ADMINISTRATION**

**1. Student Conduct:** US Army NCO Academy teaches and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career. While on or off duty, students will maintain high standards of appearance and conduct. Misconduct may result in immediate disciplinary action and dismissal from the Academy.

**2. Student Assignment:** During inprocessing, students will be assigned to their billets and group. It is very important that students place their rank, name, and student number on all correspondence while here at the Academy.

**3. Small Group Leaders:** One Small Group Leaders (SGL) will be assigned to each group. The SGLs are the first link in the NCO Academy chain of command and their instructions are to

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be followed. They are not authorized to render any assistance, which would give one student an unfair advantage over any other student. They will assist students in any other way possible.

**4. Billets:** Students will reside in Academy billets while attending the Academy. Maintenance of living areas is the responsibility of the student chain-of-command. Academy staff will conduct daily inspections of living quarters. Students are expected to maintain their living areas in a high state of cleanliness at all time.

**5. Uniform and Equipment:** Students are required to have certain items of clothing and equipment in their possession while at the Academy. **The responsibility of obtaining the necessary TA- 50 equipment belongs to the unit and the soldier.** If the soldier's unit does not have an item they must obtain it through the chain of command before the soldier reports to the Academy. Students who have unserviceable items of clothing or equipment will obtain those items before the start of training on day one. The uniform for each day's training is indicated on the training schedule. The US Army NCO Academy enforces AR 670-1. Two pairs of boots are required because of the damp conditions in the training area.

**1. Training Schedule:** A copy of the training schedule is posted and available to each student. The training schedule provides daily guidance.

### **LEADERSHIP**

**1. Purpose:** This section outlines the responsibilities of students toward the leadership development program and the maintenance of the student area.

**2. General:** The instructors and student chain of command work together to develop the leadership potential at the Academy and to ensure the smooth operation of the student chain of command. The student's basic responsibility is to understand the provisions of the Student Guide and make maximum efforts to comply with the instructions given. SGLs are responsible for ensuring that they are aware of all changes so the student stays informed.

**3. Counseling:** Counseling sessions, both verbal and written, will be used to help develop the professional standards, habits, attitudes, and to correct deficiencies. As a minimum, students will receive formal counseling as follows:

- a. Initial counseling after inprocessing.
- b. After serving in a leadership position.
- c. After failing an examination.
- d. At the end of the course.
- e. As required based on positive or negative conduct.

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**4. Conduct:** Leaders attending this Academy must always conduct themselves in a professional manner and strictly adhere to current Army regulations. Violations of established standards of conduct may result in dismissal from the course and the Academy.

### **5. Student Chain of Command:**

a. Instructions from the student chain-of-command must be strictly adhered to by all students to ensure that tasks are accomplished according to the standards of the NCO Academy.

b. Full cooperation of all students is required at all times although a student leader may actually be of a lower rank than some of his or her subordinates. Failure to respond to orders issued by a student leader could result in disciplinary action or release from the Academy.

**6. Honor Code:** A high sense of honor is the mark of a true leader. There is a need for character and integrity in the military leader of today. Recognize this as a basic requirement for being a NCO. The Code of Honor represents the American interpretation of customs and philosophies, and combines tradition with practical military necessity. Honor is a virtue and a fundamental attribute of character, which implies truthfulness, integrity, loyalty, courage, and self-respect. While admirable in all people, honor is indispensable to an NCO. The untruthful NCO may be risking the lives of fellow soldiers and the honor of the country. The honor code accepted by the NCO Corps is the NCO Creed.

**7. Honor Code Violations:** A violation of the honor code is cause for disciplinary dismissal from the Academy. Students will prepare their own presentations and complete all examinations on their own. Students violating this trust will receive a failing grade on the test or the presentation in question, and face dismissal from the course.

## **ACADEMY STANDARDS OF EVALUATION**

**1. Standards of Conduct:** The US Army NCO Academy is dedicated to the principle of "Leadership by Example", based solely upon the "whole person" concept.

**2. Student Leadership Assessment and Developmental Counseling:** The SGLs will maintain record reflecting counseling and daily performance notes on each student. Student leadership assessment uses the 23 Leadership Dimensions, as a basis for assessment and counseling.

**3. Examinations:** Examinations and graded presentations are administered as a mandatory item in this Academy and are essential in meeting the POI and prerequisites for graduation. The Test Control NCO or his/her designated representative administers all examinations. Written examinations test student knowledge of Enabling Learning Objectives (ELOs) from lessons in the course. Not all ELOs are tested. Students must achieve 70% or higher in each of the written examinations in the course. Students failing to achieve a score of 70% or higher are afforded an opportunity to retest (one retest only). Students who fail the retest will be academically dropped from the course.



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a. Examinations and graded presentation missed for a valid reason will be made up IAW the Standard Operating Procedures (SOP) and Training Schedules. Retesting will be conducted IAW the Academy Training Schedule.

b. The use or preparation of any device to be used for cheating or compromising an examination constitutes an honor code violation and may result in disciplinary release from the Academy.

### **COURSE STANDARDS**

**1. Purpose:** The performance summary is intended to measure the level of performance of each student against the course standards.

**2. Exceeded Course Standards:** This honor is reserved for those students whose overall course achievement is significantly above the standards of the course. ANCOC, BNCOC and PLDC students must achieve 270 or above on the initial APFT. This category is restricted to 20 percent of the class enrollment.

**3. Achieved Course Standards:** This category applies to those students who achieved the overall acceptable course standards.

**4. Marginally Achieved Course Standards:** This category is for those students who achieved, with difficulty, the minimum acceptable course standards as identified in the course grading plan. This also applies to students who require corrective performance counseling concerning qualities and traits expected of a NCO, and to students who are not motivated to perform to full capability.

**5. Failed to Achieve Course Standards:** This category refers to students disenrolled for academic or disciplinary reasons, or for violation of Academy policies and regulations.

### **INDIVIDUAL COURSE SPECIFICS**

#### **PRIMARY LEADERSHIP DEVELOPMENT COURSE**

**1. Purpose:** The Primary Leadership Development Course is designed to train prospective and newly promoted Sergeants in basic leadership skills, NCO duties, responsibilities and authority, and how to conduct performance-oriented training. It focuses on leader training for first time leaders. The training Produces battle competent junior NCO's who are qualified team, section, squad leaders: trainers of leaders and warfighting skills: evaluators and counselors: conductors and participants in individual and collective training: and performers and teachers of leader skills, knowledge and attitudes.

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**2. Physical Requirements:** Pass the APFT; negotiate rough terrain under varying climatic conditions; conduct, demonstrate, and lead drill and ceremonies and physical fitness training; walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of 3 hours; lift and carry all required OCIE and CTA- 50 for short distances; lift and carry 50 lbs during extended distances during the FTX; lift and carry fuel, water, ammo, MRE's, or sandbags in excess of 45 lbs; low crawl, high crawl, and rush for three to five seconds; move over, through, and around obstacles; transport a casualty using one or two soldier carry.

**3. Prerequisites:** Soldiers attending PLDC must meet the following prerequisites:

- a. Sergeants (SGT) that are non-PLDC graduates (may or may not have a PLDC waiver), and Private First Class (PFC) and Specialist (SPCs) selected to attend Special Forces Qualification Course (SFQC), first priority of selection or
- b. Specialists (SPCs), Promotable (P); Corporals (CPLs) (P). Soldiers in an MOS identified as a "STAR MOR" second priority for selection or
- c. SPC/CPL in an authorized leadership position, third priority for selection and
- d. Must not exceed height and weight standards, and
- e. Must be eligible for reenlistment and recommended by their immediate commander, and
- f. Must have six month time in service (TIS) remaining upon graduation, and
- g. Must not have been convicted of a misdemeanor crime of domestic violence (Lauternburg Amendment), and
- h. If age 40 or over, must have completed a periodic physical exam within the last five years. The Pre-execution checklist in Part II, operator license block, must contain "**curr Phy:** and **YYMMDD**". Soldiers will no longer hand carry a copy of the physical.

(REF: AR 40-501, Chap 8, Para 8-25; AR 350-41, Chap 9, Para 9-5d; AR 351-1, Chap 5, Para 5-3d(8); AR 635-200, Para 5-14, and TR 350-10, Chap 2, Para 2-6); MEMO DASG-HS-AS, 30 November 2000.

**4. Course Description:** The Primary Leadership Development Course represents the first level of the NCO professional military education under the Noncommissioned Officer Education System. PLDC is a 15-day course and training is conducted seven days a week. The field training exercise is designed to go around-the-clock as a continuous training exercise. The focus of the course of instruction is the preparation of squad and section leaders to "go to war". The course is non-MOS specific with emphasis on "train the trainer" duties, responsibilities, and authority of NCOs. Students learn how to lead and how to train. Emphasis is also placed on leadership in the combat environment. The course is fast-paced and challenging. Throughout the course, students are required to demonstrate what they have learned. During the stress-

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oriented tactical field training exercise, students will be placed in many stressful situations requiring them to react under conditions similar to what may be encountered in combat.

**5. Student Evaluation:** The evaluation process is designed to look at the “whole soldier”: attitude, physical condition, leadership ability, and the ability to work with others. The evaluation is obtained through observation and analyzing the student performance utilizing the various student grade/evaluation/critique sheets contained in the lesson support material and written examinations.

**6. Equipment:** The following clothing and equipment is required for each PLDC student:

Bag, Waterproof	1	First Aid Kit/Pouch	1
Belt, Individual Equipment	1	Suspenders, Individual Equipment (or LCE)	1
Canteen	2	Canteen Cup	1
Case Small Arms	2	Field Pack, LC-1, Med Ruck w/ Frame	
Cover, Canteen	2	and Straps	1
Poncho, Wet Weather	1	Field Pack, Individual (Buttpack)	1
Helmet, Kevlar	1	Lensatic Compass	1
Cover, Camouflage, Helmet	1	Protective Mask (M40)	1
Overshoes, Wet Weather	1 pr	Entrenching Tool W/Case	1
Liner, Field Jacket (seasonal)	1	Flashlight w/batteries	1
Physical Fitness Mat	1	MOPP Gear	1 set

### 7. Clothing:

Beret	1	Cap, Knit, Black	1
Bag, Duffel	1	Belt, Trousers	2
Boots, Combat(no cocharans)	2 pr	Buckle, Belt, Black	2
Cap, BDU	2	Coat, WR / BDU (Field Jacket)/Gortex	1
Glove, Insert, Wool	1 pr	Glove, Shell, Leather	1pr
Socks, Wool	5 pr	Shirt, BDU	3
Trousers, BDU	3	Shorts, Gray (PT)	2
Sweatpants/sweatshirt (gray)	1ea	IPFU (shorts/shirt)	1ea
Shirt, Gray (PT)	2	Socks, White, (no markings)	3pr
Brown T-shirts	4	IPFU (sweat pants/jacket)	1

#### MALE

Cap, BDU/Beret	1ea
Coat AG	1
Shirt LS, AG	1
Shoes, Oxford	1 pr
Buckle, Brass	1
Necktie, Black	1
Socks, Ctn/Nylon	1 pr

#### FEMALE

Cap, BDU/Beret	1ea
Coat AG	1
Shirt LS, AG	1
Shoes, Oxford	1 pr
Necktab, Universal	1
Skirt Poly/wool, AG	1
Slacks Poly/wool, AG	1 pr

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Trousers, AG	1 pr	Socks, Ctn/Nyl, Black	1 pr
Undershirt, White	1		
Military Issue Eye Glasses			

### Miscellaneous Items:

Laundry Bag	1	Padlock W/2 keys	2
Shower Shoes	1pr	Clothing Hangers	10
Sewing Kit	1	Pocket Notebook	2
Ruler	1	Winter Underwear	2
Alarm Clock	1	Wristwatch	2
.05mm Mechanical Pencil	1	Shoe Shine Kit	
Toilet Articles (2-wk supply)		Pens/Pencils/Tabs	
Pace Count Beads (PLDC)	1	Ziplock Bags	
Iron		Sunblock/Sunscreen/Insect Repellent	

### 8. Uniforms:

a. Duty Uniform. The duty uniform is the BDU uniform, Beret, and black boots (no Hi-Tech or Air Force Boots). During the winter months (Oct-Mar), black gloves and field jacket are also required. All uniforms will be worn IAW AR 670-1. Note: Soldiers assigned to units where optional headgear is worn (i.e., Drill Sergeant Hat) will be required to wear the Beret cap while at the Academy. However, organizational headgear may be worn for graduation ceremony.

b. Physical Fitness Uniform (PFU) Improved Physical Fitness Uniform (IPFU). The issued PFU/IPFU is required with athletic (running) shoes and white socks (no markings). During the winter (Oct-Mar) months, sweatshirt and pants are required (optional during summer) (Apr-Sep). Gray or black spandex (no markings) is optional. SGLs will determine the uniform for physical training formations. In accordance with AR 670-1, para 14-6, "Soldiers may not mix or match PFU and IPFU items."

### COURSE PREREQUISITES FOR BNCOC, ANCOC, TAITC, and SGITC

#### 1. BNCOC

a. **BNCOC Eligibility Criteria:** Attendees to BNCOC must meet the following eligibility criteria:

- 1) Six months minimum remaining in service after graduation.
- 2) Have not previously received promotion point credit for the course.
- 3) Meet physical fitness and height/weight standards outlined in AR 600-9 upon enrollment.

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**b. BNCOC Prerequisites:** Attendees to BNCOC must meet the following mandatory prerequisites:

- 1) Active Army or Reserve Component enlisted soldier who meets enlistment requirements.
- 2) Selected by PERSCOM (Active Duty) or appropriate promotion authority (Reserve Component).
- 3) Staff Sergeant or promotable Sergeant.
- 4) Qualified in his/her MOS.
- 5) Soldiers 40 age or over must complete Over-40 Cardiovascular Screening and receive final clearance prior to attending. The Pre-execution checklist in Part II, operator license block, must contain “**curr Phy:** and **YYMMDD**”. Soldiers will no longer hand carry a copy of the physical.
- 6) Meet requirements outlined in AR 351-1 (which AR 350-1 will replace), TRADOC Reg 351-10 (which TRADOC Reg 350-10 will replace), and TRADOC Reg 350-18.
- 7) Graduate of PLDC and served in the unit a minimum of six months between PLDC completion and a BNCOC class start date.
- 8) No permanent profile that prohibits meeting graduation requirements.

## **2. ANCOC**

**a. ANCOC Eligibility Criteria:** Attendees to ANCOC must meet the following eligibility criteria:

- 1) Six months minimum remaining in service after graduation.
- 2) Have not previously received promotion point credit for the course.
- 3) Meet physical fitness and height/weight standards outlined in AR 350-15 and AR 600-9 upon enrollment.

**b. Prerequisites:** Attendees to BNCOC must meet the following mandatory prerequisites:

- 1) Active Army or Reserve Component enlisted soldier who meets enlistment requirements.
- 2) Selected by PERSCOM (Active Duty) or selected by appropriate promotion authority for Reserve Component.

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- 3) Sergeant First Class or promotable Staff Sergeant.
- 4) Qualified in his/her MOS.
- 5) Soldiers 40 age or over must complete Over-40 Cardiovascular Screening and receive final clearance prior to attending. The Pre-execution checklist in Part II, operator license block, must contain “**curr Phy:** and **YYMMDD**”. Soldiers will no longer hand carry a copy of the physical.
- 6) Successfully completed BNCOC at least six months prior to start date.
- 7) No permanent profile that prohibits meeting graduation requirements.

### **3. TAITC**

- a. Students must be assigned or pending assignment as an instructor.
- b. Students must hold the rank of SPC through SGM or be commissioned officers or warrant officers.
- c. Students must meet the Army height and weight standards of AR 600-9 and passed the most recent APFT test.

### **4. SGITC**

- a. Students must be a graduate of an approved ITC, BFITC, or TAITC is required to show proof of course completion (i.e. - DA Form 1059 or Diploma).
- b. Students must hold the rank of SPC through SGM or be commissioned officers or warrant officers.
- c. Students must meet the Army height and weight standards of AR 600-9 and have passed the most recent APFT test.

### **5. Packing List for ANCOC, BNCOC, TAITC and SGITC**

Bag, Duffel	1	Belt, Trousers	2
Boots, Combat	2 pr	Buckle, Belt, Black	1
Beret/Cap, BDU	1ea	Coat, BDU (Field Jacket)	1
Glove, Insert, Wool	1 pr	Glove, Shell, Leather	1 pr
Shirt, BDU	3	Socks, Wool	5 pr
Trousers, BDU	3	Shorts, Gray (PT)	2
Shirt, Gray (PT)	2	Sweatpants, Gray (PT)	1
Sweatshirt, Gray (PT)	1	Socks, White, calf/Ankle	3 pr
Cap, Knit, Black	1	Brown T-shirts	4
IPFU (shirt/shorts)	1	IPFU (sweats/jacket)	1

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### MALE

Cap, BDU/Beret	1ea
Coat AG	1
Shirt LS, AG	1
Shoes, Oxford	1 pr
Buckle, Brass	1
Necktie, Black	1
Socks, Ctn/Nylon	1 pr
Trousers, AG	1 pr
Undershirt, White	1
Military Issue Eye Glasses	

### FEMALE

Cap, BDU/Beret	1ea
Coat AG	1
Shirt LS, AG	1
Shoes, Oxford	1 pr
Necktab, Universal	1
Skirt Poly/wool, AG	1
Slacks Poly/wool, AG	1 pr
Socks, Ctn/Nyl, Black	1 pr

### Miscellaneous

Padlock w/2 keys(2)	Shower shoes	2" 3-Ring Binder/Notebook
Clothing Hangers(10)	Toilet Articles	Alarm Clock
Shoe Shine Kit	Sewing Kit	Ruler
Stero Pads	Pencils	Pens

### **6. Uniforms:**

a. Duty Uniform. The duty uniform is the BDU uniform, Beret, and black leather boots (no Hi-Tech or Air Force boots). During the winter months, black gloves and field jacket/Gortex parka are required. All uniforms will be worn IAW AR 670-1.

b. Physical Fitness Uniform. Issued PFU/IPFU is required with athletic (running) shoes and -calf length or ankle length white socks (no markings). During the winter months, sweatshirt, pants, black gloves and black watch cap are required. SGLs will determine uniform for PT formations. In accordance with AR 670-1, para 14-6, "Soldiers may not mix or match PFU and IPFU items."

**Note:** TAITC and SGITC students will do PT daily; adjust your PT uniform as required for your own needs.

## **Basic Noncommissioned Officer Course (BNCOC) Phase I**

**1. General:** The Basic Noncommissioned Officer Course, Phase I, represents the second level of NCO Professional Military Education under Noncommissioned Officer Education System (NCOES). There are twenty three blocks of instruction: Equal Opportunity Program, The Risk Management Process, The Army Writing Style, Conduct a Military Briefing, Communicate Effectively in a Given Situation, Motivate Subordinates to Improve Performance, Counsel Subordinates, Apply Leadership Fundamentals, Develop Subordinate Leaders in a Squad, Implement Measures to Reduce Combat Stress, Plan a Nontactical Movement, Develop Tactical Resupply, NCOER, Training Management, Troop Leading Procedures, NBC Operations,

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Intelligence and Electronic Warfare (IEW) Operations, Plans /Orders/ and Annexes, Train a Squad, and Squad Tactical Operations, Develop Tactical Resupply Joint Operations, Graphics and Overlays. BNCOC tests the students comprehension of the subject matter with a comprehensive written examination and seven performance evaluations.

**2. Course Length:** BNCOC is a 14-day course with continuous training during the course. Soldiers are under the Academy's control as indicated on the training schedule.

**3. Objectives:** The objectives of BNCOC Phase I is to teach the theory and principles of battle focused common leader training and war-fighting skills required to lead a squad sized element.

**4. Academic Graduation Requirements:** The evaluation process will evaluate the soldier. Students must successfully receive a passing score on written examinations and. A "Go" on the performance evaluations. The evaluation are obtained through observation analysis utilizing the various student grade/evaluation/critique sheets contained in the lesson support material and written examinations.

### **Advanced Noncommissioned Officer Course (ANCOC) Phase I**

**1. General:** The Advanced Noncommissioned Officer Course (ANCOC) Phase I, represents the third level of NCO professional military education under the Noncommissioned Officer Education System (NCOES). There are twenty five blocks of instruction: Take Charge of a Platoon, Motivate Subordinates to Accomplish Unit Mission, Counsel Subordinates, Develop Subordinate Leaders in a Platoon, Apply the Ethical Decision-Making Method at Small Unit Level, Develop a Cohesive Platoon-sized Organization, Brief to inform, Persuade or Direct, Write to Persuade a Decision Maker to Choose a Course of Action, Communicate Effectively as a Leader, Implement a Total Fitness Program in a Platoon, Establish Organization Field Sanitation, Provide Support to a Family Member, Stress Management, Conduct Search and Seizure, Coordinate Platoon Deployment Readiness Activities, NCOER, Equal Opportunity Program, Conduct Combat Service Support Operations, Conduct Maintenance Operations for a Platoon, Training Management in a Platoon, Prepare a Standing Operating Procedure, Plans/Orders/ and Annexes, Platoon Operations in a NBC Environment, Platoon Tactical Operations, Joint Operations, and the Army Physical Fitness Test. ANCOC tests the student's comprehension of the subject matter with a comprehensive written examination and seven performance evaluations.

**2. Course Length:** ANCOC is a 14-day course with continuous training during the course. Soldiers are under the Academy's control as indicated on the training schedule.

**3. Objectives:** The objectives of ANCOC Phase I is to teach the theory and principles of battle focused common leader training and war-fighting skills required to lead a platoon sized element.

**4. Academic Graduation Requirements:** The evaluation process will evaluate the "Whole Soldier". To achieve course standards, students must successfully receive a passing score on the written examination and. A "go" on the performance evaluations. The evaluation are obtained



## **U.S. Army NCO Academy, Fort Dix, NJ**

through observation analysis utilizing the various student grade/evaluation/critique sheets contained in the lesson support material, and written examinations.

### **Total Army Instructor Training Course (TAITC) Course**

- 1. General:** A training program designed to certify Army instructors. The TAITC is designed to teach personnel selected as military instructors how to prepare and present a quality training session. We use the concept of learning by doing where the students are actively involved in all lessons and are responsible for preparing and conducting four training sessions.
- 2. Course Length:** TAITC is an eighty-hour resident course. Students will spend 11 days of training in an academy environment with no days off.
- 3. Objectives:** The objective of this course is to train instructors who will be able to train soldiers to win in combat.
- 4. Academic Graduation Requirements:** Students must receive a “Go” on all examinations.

### **Small Group Instructor Training Course (SGITC) Course**

- 1. General:** SGITC is designed to teach military instructors how to facilitate a small group to achieve a training objective. The course presents definitions, terminology, and instructional methods used in small group instruction. The course also provides insights into how adults learn and develop as individuals and group members with a common goal. The course presents exercises and conference designed to have students experience, first hand, how groups react and interact to a variety of situations and small group instruction methodologies.
- 2. Course Length:** SGITC is a forty-hour course. Student will spend five days of resident training in an academy environment with no days off.
- 3. Objective:** SGITC is designed to certify SGLs.
- 4. Academic Graduation Requirements:** Students must receive a “Go” on one of the final lessons using the appropriate small group instructor methodology as their final examination.

# **U.S. Army NCO Academy, Fort Dix, NJ**

## **EMERGENCY INFORMATION**

### **Academy Address:**

Student Rank and Name (Student #)  
(Course and Class Number)  
US Army NCO Academy  
Building 5518, Sever Avenue  
Fort Dix, NJ 08640

### **Fort Dix Phone Numbers:**

Academy: (609) 562-3001/3002  
Fax: (609) 562-3947

ANCOC Crs Mgr: (609) 562-3511  
BNCOC Crs Mgr: (609) 562-3511  
PLDC Crs Mgr: (609) 562-6128

Post Security Police: (609) 562-6001  
American Red Cross: (609) 562-2258

**U.S. Army NCO Academy, Fort Dix, NJ**

**EMERGENCY INFORMATION FOR FAMILIES**

**Academy Address:**

Student Rank and Name (Student #)  
(Course and Class Number)  
US Army NCO Academy  
Building 5518, Sever Avenue  
Fort Dix, NJ 08640

**Fort Dix Phone Numbers:**

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Fax: (609) 562-3947

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BNCOC CRS Mgr.: (609) 562-3511  
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**U.S. Army NCO Academy, Fort Dix, NJ**

**REMOVE THIS PAGE AND LEAVE WITH YOUR FAMILY**

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# U.S. Army NCO Academy, Fort Dix, NJ

## Appendix B

### THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist.. After this time, soldiers will be returned to their unit.

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_  
typed or printed

**UNIT:** \_\_\_\_\_ **DOR :** \_\_\_\_\_

**COURSE TITLE:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

1 <sup>st</sup> line leader initials	Soldier's initials	<b>PART-I----- Pre-execution (D-90 to D-1)</b>
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)

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		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List: CDR    B: (    )                      H: (    ) _____ 1SG:    B: (    )                      H: (    ) _____ FTM:    B: (    )                      H: (    ) _____ Unit FAX: (    ) _____ Unit Email _____		

**Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.**

PART II- ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Meets color vision requirements (if applicable, DA Pam 611-21)												
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S
DA Form 1059 for all previous required phases for phase/course attending (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed											

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Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)	
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PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees have copy of MRB (P3,P4) results, with DA Form 3349 signed by his/her commander, and an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.**

\_\_\_\_\_  
**Commanding Officer (typed name)**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**Signature**

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-

## **U.S. Army NCO Academy, Fort Dix, NJ**

execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.